

PARENT HANDBOOK



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For updated information, please visit www.lths.net

WELCOME TO LYONS TOWNSHIP HIGH SCHOOL

An exciting new school year is about to begin and it will provide outstanding learning opportunities for your student. We aim to meet the needs of all of our students, enabling them to progress successfully and to challenge their talents and interests. Communication and understanding among parents, students and the school are essential ingredients for success. The information contained within the *Lyons Township Parent Handbook* serves to help families reacquaint themselves with the school's policies and procedures.

Dr. Brian P. Waterman, Principal

MISSION STATEMENT

Lyons Township High School makes meaningful learning and dedicated teaching in a student-centered environment its highest priority. With the help of the entire LTHS community and through comprehensive curriculum and co-curricular programs, we pledge to foster the full intellectual, physical, moral, and aesthetic growth of all students and affirm our century-old motto, *Vita Plena*, the quest for the fulfilling life.

SCHOOL CONTACTS

Dr. Tim Kilrea, Superintendent	708-579-6451	tkilrea@lths.net
Dr. Brian P. Waterman, Principal	708-579-6305	bwaterman@lths.net
Kevin Brown, Associate Principal (North)	708-579-6300	kwbrown@lths.net
Therese Nelson, Associate Principal (South)	708-579-6502	tnelson@lths.net
Kelly Dostal, Assistant Principal (Senior)	708-354-4700	kdostal@lths.net
Toriano Griggs, Assistant Principal (Junior)	708-354-4700	tgriggs@lths.net
Adam Davis, Assistant Principal (Sophomore)	708-579-6528	adavis@lths.net
Kris Costopoulos, Assistant Principal (Frosh)	708-579-6528	kcostopoulos@lths.net
Main Office (North) 708-579-6300 (South) 708-579-6500		
Attendance Office (North) 708-354-4700 (South) 708-579-6528		
Health Office (North) 708-579-6363 (South) 708-579-6531		
Registrar (North) 708-579-6346 (South) 708-579-6510		
Guidance Office (North) 708-579-6343 (South) 708-579-6510		
Bookstore (North) 708-579-6380 (South) 708-579-6548		
Testing Office	708-579-6361	
Business Office	708-579-6467	
Athletic Office	708-579-6393	
College/Career Office	708-579-6355	
Student Activities Office	708-579-6543	
Speak-Up Line	708-588-7326	speakupline@lths.net

BELL SCHEDULES
2014 – 2015

REGULAR SCHEDULE

PERIOD

LATE START

7:40

WARNING BELL

8:40

7:45 - 8:36

1

8:45 - 9:25

8:42 - 9:33

2

9:31 - 10:11

9:39 - 10:30

3

10:17 - 10:57

10:36 - 11:01

L 4 L

11:03 - 11:28

11:07 - 11:32

U 5 U

11:34 - 11:59

11:38 - 12:03

N 6 N

12:05 - 12:30

12:09 - 12:34

C 7 C

12:36 - 1:01

12:40 - 1:05

H 8 H

1:07 - 1:32

1:11 - 2:02

9

1:38 - 2:18

2:08 - 2:59

10

2:24 - 3:04

SPECIAL COM PERIOD SCHEDULE

EARLY DISMISSAL

SCHOOL IMPROVEMENT DAYS

7:40

WARNING BELL

Period

7:40

7:45 - 8:36

1

1

7:45 - 8:12

8:42 - 9:28

2

2

8:18 - 8:45

9:34 - 10:40*

3

3

8:51 - 9:18

10:46 - 11:11

L 4 L

4-5-6

9:24 - 9:51

11:17 - 11:42

U 5 U

6-7-8

9:57 - 10:24

11:48 - 12:13

N 6 N

9

10:30 - 10:57

12:19 - 12:44

C 7 C

10

11:03 - 11:30

12:50 - 1:15

H 8 H

1:21 - 2:07

9

2:13 - 2:59

10

*(1st 20 MINUTES - COMM PERIOD)

SPECIAL SCHEDULES: will be developed for assemblies, guidance, registration, and other programs.

PROCESSING AND REGISTRATION

PROCESSING INFORMATION

Online Forms

The following forms are available on our website at <http://www.lths.net/processing>, as well as in the Main Office. Duplicates of forms mailed home are also at this link.

Boosters Pridewalk Order Form
Medication Permission
Technology/Network (AUP) Agreement
Processing Entry Form

LION Subscription
Tylenol Permission Form
Pesticide Notification Form

Please arrive at Processing at your assigned time listed on the following schedule. Students **will not** be allowed to register without the Student Census Verification Report and Proof of Residency on file or completed at the time of Processing.

Processing stations include:

Confirmation of Residency	Schedules	Locker Assignment
ID Distribution	Parent Teacher Council	Lunch Prepayment
Bus Route Distribution	PE Lock Distribution	PTC Calendar & Directory
Yearbook Photos* (9th-11th)	Student Handbook Distribution	Tylenol Forms
T-Shirt Distribution (<i>Freshmen ONLY</i>)	Testing Information (<i>Juniors ONLY</i>)	Cap and Gown (<i>Seniors ONLY</i>)

*Students are to dress in accordance with the Lyons Township High School Dress Code while attending Processing as yearbook photos will be taken at this time. Students who are not properly dressed according to the LTHS Dress Code Policy will not be allowed to sit for yearbook photos. See Student Handbook for more information at <http://www.lths.net/studenthandbook>

*Senior portraits were previously scheduled throughout the summer. For additional information regarding senior portraits, please contact HR Imaging/Root Studios at 800-433-1766.

Processing Fees

Mandatory Fees		Optional Fees	
Textbook Rental Fee	\$75.00	Publication (Tab, Lion and Menagerie)	\$38.00
Student Support Fee	\$25.00	Corral Membership	\$15.00
Consumables (Paperback books, workbooks, supplies for classes)	\$25-\$175.00	LTHS PTC (Parent/Teacher Council) Directory and Calendar	\$20.00
		Additional Copies	\$10.00
		Additional Donation	\$5.00
PE Lock (Sophomores, juniors, and seniors may re-use the LTHS locks.)	\$5.50/ea	LTHS Boosters Club Gold Membership	\$50.00
		Blue Membership	\$25.00
		Gym Bag	\$35.00
Gym Shirts S-2XL	\$2.70	Woods Class Material Fees	\$45.00
Gym Shorts S-2XL	\$6.50		
		TI-84+ Calculator	\$100.00
		Drivers Education	\$150.00

PROCESSING SCHEDULE

SUMMER 2014

THURSDAY, AUGUST 7th - All Grades

A	-	AV	8:00	-	8:30 am	FAR	-	FRE	NOON	-	12:30 pm
AW	-	BIR	8:30	-	9:00	FRI	-	GE	12:30	-	1:00
BIS	-	BUG	9:00	-	9:30	GI	-	GR	1:00	-	1:30
BUH	-	CAS	9:30	-	10:00	GU	-	HEI	1:30	-	2:00
CAT	-	CON	10:00	-	10:30	HEL	-	HUG	2:00	-	2:30
COO	-	DA	10:30	-	11:00	HUL	-	JUL	2:30	-	3:00
DE	-	DO	11:00	-	11:30	JUM	-	KL	3:00	-	3:30
DR	-	FAL	11:30	-	NOON	KM	-	LAM	3:30	-	4:00

FRIDAY, AUGUST 8th - All Grades

LAN	-	LOO	8:00	-	8:30 am	RID	-	RU	NOON	-	12:30 pm
LOP	-	MAR	8:30	-	9:00	RY	-	SCH	12:30	-	1:00
MAS	-	MES	9:00	-	9:30	SCO	-	SMI	1:00	-	1:30
MET	-	MO	9:30	-	10:00	SMO	-	SUK	1:30	-	2:00
MR	-	O'B	10:00	-	10:30	SUL	-	TRO	2:00	-	2:30
O'C	-	PAR	10:30	-	11:00	TRU	-	VIL	2:30	-	3:00
PAS	-	PO	11:00	-	11:30	VIM	-	WIE	3:00	-	3:30
PR	-	RIC	11:30	-	NOON	WIR	-	Z	3:30	-	4:00

MONDAY, AUGUST 11th - All Grades

NOON – 7:30 PM

LATE PROCESSING – TUESDAY, AUGUST 12th-All Grades

10:00 AM – NOON

PAYMENTS AND FEES

Full payment by credit card (Visa, MC or Discover only), cash or check made payable to LTHS is expected at Processing. Students who have outstanding textbook or fee debts must settle their accounts before they will be allowed to complete the enrollment process at their scheduled time. If you have previously written an “NSF” check with LTHS, payment must be in cash or credit card. A \$20.00 fee will be added to any checks returned “NSF.” A receipt will be issued for all purchases. Please check your receipt for accuracy and maintain the receipt in your records. Returns and exchanges can be made at the bookstore when school opens.

Student Support Fee

Technology support, supplies and equipment usage, participation in any LTHS club or activity, free admission to most athletic events, plays and concerts, other co-curricular activity’s fees, duplicating services and secondary student accident insurance.

Calculators

TI-84+ calculators will be available for purchase at Processing. Calculators will also be available for purchase in the bookstores at North and South Campuses during the first three weeks of the school year. The cost of the TI-84+ will be \$100.00. A TI-84+ calculator is required for students enrolled in any Prep, Accel or Honors level math course.

Lost Textbook Charges

Students are responsible for rented text books. The cost of books lost or damaged will be the responsibility of the student.

RESIDENCY INFORMATION

All students must verify residency in the Lyons Township School District before they register for the 2014-2015 school year. In order to avoid long delays at Processing, submit photocopies of qualifying documents to the Main Office at South Campus by August 1st. Questions: 708-579-6500

Documents may be dropped off or mailed to:

South Campus
LTHS Residency Verification
4900 South Willow Springs Road
Western Springs, IL 60558

A state or federal government issued photo ID (driver’s license, state ID) with current address is required along with **one** document from Category A and **two** documents from Category B. A total of four pieces (including driver’s license) of documentation is required.

Category A

- Current Real Estate Tax Bill
- Lease (signed & showing date of occupancy along with cancelled security deposit check, rent receipt and landlord’s telephone number)
- Closing Statement (signed) if home purchased within last 12 months
- Mortgage Statement/Payment Book (less than 30 days old)
- Bill of Sale (if purchased within the last 12 months)
- Military Housing Letter

Category B

- | | |
|---|---|
| <ul style="list-style-type: none"> • Homeowners/Renters Insurance • Photo I.D. from Foreign Consulate • Letter from a Federal/State Agency (less than 30 days old) • Utility Bill (less than 30 days old) • Cell Phone Bills are NOT accepted | <ul style="list-style-type: none"> • Bank Statement (less than 30 days old) • Paycheck Stub (less than 30 days old) • Auto Registration • Cable Bill (less than 30 days old) • Home Phone Bill (less than 30 days old) |
|---|---|

FRESHMAN INFORMATION

Freshman Experience Day

Students in the Class of 2018 are invited to attend the 13th annual LTHS Freshman Experience Day on Wednesday, August 13, 2014. This activity is the **first mandatory day of attendance for all freshmen**. The day includes fun games and activities planned just for freshmen. Students will have the opportunity to meet and interact with many new classmates, as well as LTHS teachers and administrators.

Students should arrive at South Campus by 7:40am. The buses will be running on a regular schedule on this day. If your student is a bus student, he/she should be at his/her bus stop 10 minutes prior to the scheduled stop. **Students should wear the Class of 2018 t-shirt they received at Processing.** This shirt will serve as the ticket to the day's activities. Upon arrival at South Campus, students are to immediately go to the room assignment given to them on Processing Day. Guides with room assignment lists will be posted at the main entrance. At the assigned room, current students will meet incoming freshmen students and adult leaders, be provided with a folder of materials, a nametag and a schedule to guide them through the day's activities. Lunch will be provided.

Freshman Dance

Freshmen are invited to a dance at South Campus on Wednesday, August 13th from 6:30pm – 8:30pm to kick off the 2014-2015 school year with a “ROAR!” There is no admission fee but students are expected to bring their new LTHS student ID for admittance. Students do not have to wear their Class of 2018 shirt but are expected to abide by the dress code and remain in attendance until 8:30pm.

Freshman Parent/Guardian Meetings

Parents and guardians are invited to attend small group meetings to familiarize themselves with LTHS. School administrators and counselors will be present to introduce you to who's who and what's what to help parents support their new freshman student. The same general program will be presented at both sessions.

Tuesday, August 26th

9:00 am – 10:00 am or 7:00 pm – 8:00 pm

All meetings will be in the Performing Arts Center (PAC) located in the southwest corner of the South Campus.

HEALTH OFFICE INFORMATION

Administration of Emergency Care

The Health Office will provide medical assistance to a student in an emergency situation. Medical assistance will include first aid and, if necessary, referral for immediate medical care at a hospital, clinic, or physician's office. School personnel will make every effort to contact a parent/guardian or a designated emergency contact person in the event of a serious accident. If it is the opinion of school personnel that the student's condition is life threatening or requires immediate emergency care, approved first aid procedures will be done and the student will be transported by ambulance (escorted by an administrator) for further medical care. The school district does not assume responsibility for medical bills incurred as a result of the administration of emergency care. The success of these procedures depends upon accurate information regarding student's medical history, their current physician, and how to contact parent/guardian at home and work. Parents are asked to fill out a Student Census Form indicating emergency contact information which provides school the necessary information needed in the event we have to reach you. Please notify the school regarding any change in emergency information during the school year. **If your child has a chronic illness or disease such as asthma, diabetes, seizures, or severe allergies please contact the nurse to complete an emergency action plan to assist school personnel in caring for your child in the event of an emergency situation at school.**

Health Examinations, Immunizations, and Exclusion of Students

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations against and screenings for preventable communicable diseases, as required by the Illinois Department of Public Health. The examination shall be conducted within one year:

1. Prior to the date of entering kindergarten, fifth, and ninth grade. For students attending school programs where grade levels are not assigned (special education or alternative schools), examinations shall be completed prior to the date of entering and within one year prior to the school year in which the child reaches the ages of 5, 10, and 15.
2. Prior to the date a student first enrolls in an Illinois school regardless of the student's grade. This includes students transferring from another state or country into Illinois.
3. Athletes are required to have a physical annually as described in IHSA/IESA rules.

Failure to comply with the above requirements before the first day of student attendance of the current school year will result in the student's exclusion from school until the required health forms are presented to the District nurse. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempt from this policy's requirements on religious grounds if the student's parent(s)/guardian(s) present to the superintendent a signed statement explaining the objection. A student may be exempt from the health examination or immunizations on medical grounds if a physician provides appropriate written verification of a medical contraindication.

Infectious Illnesses/Communicable and Chronic Infectious Diseases

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the district's policies. Children will be excluded from school for communicable diseases as recommended by the Illinois Department of Public Health in the current publication of the Communicable Disease Guide.

We all need to do our best to stay healthy and keep our children healthy. When children come to school sick they aren't able to participate in the learning process and they expose others to their illnesses.

The following guidelines are suggested to keep our schools a healthy safe environment.

1. No child should be sent to school with a fever over 100 degrees. If they have been sick they should not return to school until they have been free of fever for 24 hours.
2. A child with diarrhea should be kept home.
3. If vomiting occurs, keep at home until they can eat and keep food down.
4. If your child has strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by your physician for 24 hours before returning to school.
5. When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than six days after it begins.
6. If your child complains of a sore throat and has no other symptoms, he may be well enough to go to school. If white spots are seen in the back of the throat or if fever is present, keep him home and call your doctor.

Medication

It is not usually necessary for a child to take medication during the school day. However, there may be times when some students require medication in order to remain at school. The district will limit the medication it will dispense where failure to take prescribed medication could jeopardize the student's health and/or education. It is the sole responsibility of the parent to give medications whenever possible on a schedule of before and after school hours. Most medications that are to be taken 3 times per day do not need to be given at school. Please talk to your physician about scheduling medication to avoid school hours whenever possible. Parent help and communication is essential for the safety of children who must receive medication while at school.

1. All medications given at school, including over the counter medications must be prescribed by a physician. A **School Medication Authorization Form must be completed each school year for each medication at school.** These forms are available on the LTHS website or from the Health Office at each campus. The doctor and a parent or legal guardian must sign the form.

2. Prescription medications must be brought to school in a container appropriately labeled by the physician or pharmacy showing: student's name, name of medication, dosage and schedule of administration, date, and the prescriber's name. All medications will be stored in the Health Office in a locked cabinet. *The school nurse or other designated school personnel shall administer all medications in the office where an administrative log will be kept.*
3. Over the counter medications must be in original containers.
4. Students are not allowed to carry any medication on their person.
The exception to this rule is per Public Act 094-0792, 5/19/2006, of the School Code, Self- Administration of medication. "A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma (an inhaler) or the use of an epinephrine auto-injector (Epi-Pen) by a pupil." An asthma inhaler and/or an Epi-pen are authorized for self-administration by the student's physician and parent on the **School Medication Authorization Form.**
5. Any change in medication dosage or administration shall have written authorization from the prescribing physician.
6. No medications will be given at school that the child has not already received at home or under the supervision of the physician.
7. All medication is to be taken to the Health Office at the beginning of the school day. All controlled substances must be brought in by parent/guardian.
8. No medication will be given at school if the above guidelines are not met. In addition, the school may deny the request according to, but not limited to, the following criteria: student's age, maturity level (both educationally and emotionally), type of medication and its side effects.
9. All medications will be sent home with students on **the last full day** of school unless, in the nurse's judgment, it is not wise to allow the student to transport the medicine or the parents make other arrangements with the nurse. Medication not sent home or picked up prior to the last full day of school will be disposed.

Vision and Hearing

Vision and hearing tests are administered each year according to Illinois State Public Health Mandates (Public Act 093-0504). The mandate requires hearing screenings for all students in preschool, kindergarten, 1st grade, 2nd grade, 3rd grade, and all students in special education classes. Vision screenings are required for all preschool, kindergarten, 2nd grade, 8th grade and all students in special education classes. In addition to these students, any student entering LT who has not previously been tested and any student referred for a special education case study will be tested for both vision and hearing. Any student suspected by a parent or a teacher of having a vision or hearing problem may also be referred for testing. In accordance with Public Act 093-0504, parent(s)/guardian(s) will be given written notification, before the vision screening is conducted, that states, "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months." A parent or guardian may exempt a child from the mandatory testing by providing a written request to the Health Office prior to testing date. Notice of testing dates will be available from the Health Office and will be posted via online school newsletter.

MEDICAL RECORDS

Illinois law requires that a physical and dental examination form, together with immunization records, be filed in the nurse's office for all students new to the school. We also require a current Student Census Form for all students. These requirements must be met before students will be allowed to enroll.

INSURANCE

LTHS is able to provide secondary insurance to cover students who are injured during school or while involved in school-related activities. Secondary insurance is not the same as primary insurance, neither in scope or extent of coverage nor in how claims are processed. The most important reason for this insurance is to cover any student whose family, for whatever reason, lacks any medical insurance coverage. When primary insurance is available, usually through an employer of the parent or guardian, the secondary insurance can be used to cover a deductible cost, if applicable under the primary insurance policy.

Provisions under the LTHS secondary student accident insurance policy include up to \$25,000 of coverage for injuries lasting less than one year. Catastrophic injuries are covered to a maximum of \$5 million. Both short term and catastrophic forms of insurance coverage are, again, secondary to the primary medical coverage that most families have through an employer. To file claims, the policy requires actual billing statements be forwarded from medical services providers in order for a claim to be processed (primary insurance companies often communicate directly with hospitals and physicians).

The Student Accident Insurance plan is administered through Zevits-Redfield & Associates Inc. at 333 North Michigan Avenue, Suite 2711, Chicago, IL 60601. All requests for information about secondary student accident insurance are coordinated through the Business Office. For information contact:

Mary Ann Morici, Benefits Coordinator

mmorici@lths.net

708-579-6466

STUDENT SERVICES

LOCKERS

Before leaving the building on Processing Day, South Campus students may go to their assigned locker to be sure that it is in working order. North Campus students may not access their lockers until the first day of school due to summer construction. Any questions or problems with lockers should be directed to the Assistant Principals' Office immediately. Students should not share their combination with anyone. Sharing of lockers is strictly prohibited.

LUNCH

LT provides a nutritious lunch for our students at a reasonable price. A student may also bring all or part of his/her lunch. Students are required to eat in the cafeteria, as no food or drink is allowed in the halls. Parents needing to make any special arrangements for their student's lunches may do so through the Assistant Principals' Office. Student lunch periods are 25 minutes long.

Cafeteria Pre-payment Information

LT offers a service for parents to pre-pay student meals. With a quick swipe of an ID card, your student is able to purchase breakfast or lunch without using cash. The system tracks the student's outstanding account balance, meal purchases by date, and provides information on how the prepayment account is spent. To establish a prepaid lunch account for your student, use a credit card through the online website www.myLunchMoney.com. You can also find a link at the LTHS website, www.lths.net. To pay in person, your student can present cash at the cafeteria line or a check at the bookstore. Additional guidelines for the program can be found in the student handbook. If your student had a balance at the end of the school year, the funds will be available to use on the first day of school.

MyLunchMoney.com will begin accepting prepayments on Wednesday, August 6, 2014.

STUDENT HANDBOOK

Students will receive a Student Handbook during Processing. Parents are encouraged to read the handbook in conjunction with their student; it will answer many of the questions you may have about LTHS. Students are responsible for reading and adhering to guidelines of the information contained in the Student Handbook.

TEACHER INITIATED CONFERENCES

Given 24-hour notice, students are required to attend a teacher-initiated conference. Such conferences have priority over activities and athletics.

STUDENT PARKING

South Campus will have limited spots available this year. Due to the construction project at North Campus, student parking will not be available during the 2014-15 school year. The cost of a parking permit is \$100.00 per semester. Until the South Campus spots are assigned, there is to be no student parking in any LTHS parking lot. If your student receives the privilege of parking on campus, it is the parent/guardian's responsibility to review the procedures and regulations with the student, sign the document and have the student return the signed document to the Assistant Principals' Office. Violation of any of the rules regarding student parking can result in the loss of his/her parking privileges without a refund.

COLLEGE INFORMATION FOR JUNIOR AND SENIOR PARENTS

LTHS will continue to use Family Connection from Naviance. Naviance enables our counseling office to offer a comprehensive website that you and your child can use to help in making decisions about colleges and careers. Naviance is linked to our office to track and analyze data about college and career plans, so it provides up-to-date information that's specific to our school.

Naviance Family Connection will allow your child to:

- **Keep track of the process** – Build a resume, complete on-line surveys, and manage timelines and deadlines for making decisions about colleges and careers
- **Research colleges** – Compare GPA, SAT scores, and other statistics to actual historical data from our school for students who have applied and been admitted in the past
- **Check dates for college visits** – Find out which colleges are visiting our school this fall and sign up on-line under the “Colleges” tab in Naviance. Once you have signed up for the visit, print out the confirmation and use it as your **PASS**. Students must bring signed passes with them to the college visit.
- **Access Scholarships** – Local, regional and national scholarships are updated weekly. You may download many of the applications directly from Naviance.

The Web address for Naviance Family Connection for LTHS is: <http://connection.naviance.com/lths>. There is also a link on the LTHS website. All parents may access the site as a GUEST. THERE IS NO PASSWORD OR REGISTRATION FOR PARENTS. You must enter as a guest OR ask your student for his/her email address and password.

If you would like to receive parent emails through Naviance, please make sure that the email address you have submitted to Infinite Campus is accurate as this is the one that will be uploaded to Naviance.

Lianne Musser, College Coordinator

lmusser@lths.net

708-579-6357

TESTING

PRACTICE ACT®

Date: TBD—Taken by Sophomores

The Practice ACT® is administered to the entire sophomore class to provide them with the opportunity to experience an ACT® prior to taking the actual test. Studies have proven that this can increase a student's comfort level with the ACT®. In addition, students will receive their initial baseline scores and information regarding their areas of strength and weakness so that they can identify specific concepts in which they need additional preparation. Classroom teachers and ACT® Test Prep staff will use data from this practice ACT® to guide their instruction to better meet the needs of their students.

PLAN®

Date: TBD—Taken by Freshmen

The PLAN® assists students in identifying academic needs and furnishes information for course scheduling. It also provides a prediction of how students will perform on the ACT®. Included with the PLAN® is a very significant World-of-Work component that counselors and parents can use to help begin important discussions regarding post high school life.

PSAT®

Test Date—Oct. 18, 2014—Taken by Sophomores & Juniors

Registration Deadline—Sept. 12, 2014 at the bookstore

The PSAT® is an optional test that provides an opportunity for students to experience an exam which is similar to the SAT®. The PSAT® score often provides a good prediction of how a student will perform on the SAT®. In addition, the PSAT®, when taken junior year, is the qualifying exam for the National Merit® Scholarship Program. Each year, some 50,000 students with the highest PSAT® scores nationwide become Commended Scholars or National Merit Scholars®. High achieving sophomores and juniors should take the PSAT®. Register for the PSAT® at the North Campus or South Campus bookstore.

PSAT® Test Prep Class

All high achieving juniors are encouraged to take the PSAT® Test Prep Classes offered at LTHS at the start of the school year. The goal of these classes is to help students improve their chances of becoming Commended Scholars or National Merit Scholars® by providing them with the best opportunity to prepare for the PSAT®. Registration forms will be available at Junior Processing and in the Testing Office, Room 45 at North Campus. The registration fee for the PSAT® Test Prep Class includes the cost of the class AND the fee for the actual PSAT® test. Register for the PSAT® Test Prep class in the Testing Office.

ACT®

Taken by Juniors & Seniors

Register for the ACT® at www.actstudent.org

Test Dates hosted at LTHS

(Dates below subject to change by ACT®)

September 13, 2014

February 7, 2015

April 18, 2015

June 13, 2015

Registration deadline

August 8, 2014

January 9, 2015

March 13, 2015

May 8, 2015

ACT® Test Preparation

LTHS encourages all ACT® test-takers to sign up for the ACT® Test Prep Class. These classes provide students with the best opportunity to become familiar with each part of the ACT®, review key concepts, learn strategies for tackling difficult questions, and practice on several recently released ACT® tests. All class sessions are taught by LTHS staff members. LTHS offers three Test Prep class options:

- **ACT® Test Prep Class** sessions offered after school or in the evening in the fall and winter. Classes meet twice a week for four weeks.
- **ACT®/PSAE Prep Class** sessions for students with IEPs are targeted to address their particular needs and are offered after school in the winter.
- **Study Hall ACT® Test Prep** sessions provided to juniors taking a second semester Study Hall. The class will meet twice a week for a total of sixteen sessions.

More information about test preparation classes will be sent to juniors in August. Register for the ACT® Test Prep class in the Testing Office, room 45 at North Campus.

STATE Testing

State testing has changed. Students in English III and Algebra II will be sitting for the end of the year PARCC assessment. Details concerning the spring administration of the PARCC are forthcoming. All juniors will take an ACT on March 3rd and potentially the Work Keys exam on March 4th.

SAT®

While many colleges accept either an ACT® or SAT® score, there are colleges that specifically require applicants to submit an SAT® Reasoning Test score. In addition, some colleges request that applicants complete SAT® Subject Tests. The Subject Tests (formerly known as SAT II) allow students to demonstrate mastery in specific content areas such as English, Mathematics, History, Science and Foreign Language. Registration for the SAT® is done by the student online at www.collegeboard.org

Test Dates hosted at LTHS

(Dates below subject to change by SAT®)

November 8, 2014

March 14, 2015 (SAT Reasoning ONLY)

May 2, 2015

Registration deadline

October 9, 2014

February 13, 2015

April 6, 2015

AP® Exams

Taken by: Sophomores, Juniors and Seniors

Registration deadline: March 6, 2015

Students enrolled in an AP® course at LTHS may register to take the AP® Exam for that course and possibly earn college credit while still in high school. Registration is through the Testing Office, room 45 at North Campus or the North Campus or South Campus bookstore.

<u>Session</u>	<u>Morning Session</u>	<u>Afternoon</u>
May 4:	Chemistry	Psychology
	Environmental Science	
May 5:	Calculus AB	Chinese Language & Culture
	Calculus BC	
May 6:	English Literature & Composition	Physics 1: Algebra-Based
May 7:	Computer Science A	Art History
	Spanish Language & Culture	Physics 2: Algebra-Based
May 8:	German Language & Culture	European History
	United States History	Studio Art (portfolios due)
May 11:	Biology	Physics C: Mechanics
	Music Theory	Physics C: E & M
May 12:	US Government & Politics	French Language & Culture
May 13:	English Language & Composition	Statistics
May 14:	Comparative Government & Politics	Italian Language & Culture
		Macroeconomics
May 15:	Microeconomics	Latin

For Testing information contact:

Katie Smith, Coordinator of Assessment and Research ksmith@lths.net 708-579-6360

SCHOOL ORGANIZATIONS

CO-CURRICULAR PROGRAM

LTHS offers students a comprehensive co-curricular program. With more than 74 clubs, 17 intramural sports, and 29 IHSA interscholastic activities, there is something for everyone. Research shows that students involved in co-curricular programs do better academically, make new friends and feel more connected to school. Students involved in our co-curricular program must sign the Code of Conduct to participate. There is a Co-Curricular Fair for all incoming students on Wednesday, August 20th at 7:00 pm in the SC Fieldhouse. For a complete listing of LTHS's co-curricular programs, please consult the student handbook or the LTHS web site, www.lths.net.

For information contact:

Athletics and Intramurals: John Grundke, Athletic Director

jgrundke@lths.net

708-579-6393

Clubs and Activities: Peter Geddeis, Director of Student Activities

pgeddeis@lths.net

708-579-7444

ACTIVITY BUS

Activity Buses are for student athletes and student club members. The buses leave both campuses within five minutes after school ends to transport students to the opposite campus. These buses leave from the main entrance at South Campus and at Exit 7 at North Campus. Students must have an activity pass sticker to ride the activity bus. Students obtain this sticker from their coach or sponsor.

LTHS BOOSTERS CLUB

The LTHS Boosters Club is a parent organization whose mission is to provide financial support for the enhancement of the student experience at LT. It encourages and supports ALL activities and programs that entail student involvement such as athletic teams, after school clubs, the performing arts and student government.

The LTHS Boosters Club raises most of its funds through six activities: Gold Card (August), Pancake Breakfast (Fall), Blue Card (November), Pack The Place BBQ (Winter), Restaurant Card (Spring) and Boosterwear Sales (All Year). The money raised goes directly back to the school to fund grant requests from teachers, sponsors and students. The largest portion each year is allocated to student scholarships. Last year, twenty \$1,500 scholarships were awarded to graduating seniors, bringing the total to nearly \$400,000 of scholarships awarded since the club's inception.

We are always looking for volunteers to help with these fundraisers. This is a great way to meet other parents that see the benefits of a school's co-curricular activities in the well-being and development of students. LTHS Boosters Club meetings are held on the second Tuesday of each month at 7:00pm in Room D103 South Campus and are open to anyone. More information on the Boosters can be found on the LTHS Boosters Club website at <http://ltboosters.com/>.

However, if you're unable to offer your time to our club, please consider supporting us through a membership. There are three levels from which to choose: Blue (Annual - \$10), Gold (4-Year - \$30), and Platinum (Lifetime - \$50), all of which offer free admission to the home opening games for football and boys basketball listed below:

Varsity Football Game – September 12th vs. Leyden, 7:30pm, South Campus Bennett Field

Varsity Boys Basketball Game – December 5th vs. York, 7:30pm, North Campus Fieldhouse

You may sign up on-line or at Processing by adding the cost of membership to the book and fee bill.

For information contact:

Mike Bozzi, President

michaelbozzi@sbcglobal.net

708-485-5144 (h) 312-622-7871(c)

PARENT TEACHER COUNCIL (PTC)

The LTHS Parent Teacher Council (PTC) meets six times each year to promote a healthy working relationship and open lines of communication between home and the school. The PTC exists to provide money and volunteers to support students, clubs, organizations, activities and events of the LTHS community. In 2013-2014, the PTC granted a total of \$39,500 to 22 different student organizations and clubs. In addition, they provided scholarships to four graduating seniors. All the funds were generated through the sale of school calendars and student directories.

How can I join the LTHS Parent Teacher Council?

Check out the PTC table during Processing or visit <http://www.lths.net/Page/232>. For your \$20 annual dues, you will receive the LTHS Calendar and the LTHS Directory. (Extra calendars may be purchased at processing for \$5; extra directories for \$5. After Processing, they will be \$10 each.)

How can I volunteer to help?

Complete the online volunteer form at www.lths.net via the parent page on the LT website or directly via Volunteer Spot, <http://vols.pt/Nk6wmU>

How can I find out more?

Check us out on the LTHS web site. Click on "Parents" and you will see the Parent Teacher Council link. Come to any or all of our meetings throughout the year at 7:00 pm.

For information contact:

Julie Conger, Co-President, LTHS Parent Teacher Council jmconger@aol.com

Sharon Volz, Co-President, LTHS Parent Teacher Council sharonvolz311@comcast.net

THE CORRAL

The Corral offers pool tables, video game units, foosball, ping pong, a 12' x 12' big screen television and multiple TV's for watching movies, sporting events and concerts, a stage with lighting and sound systems, a dance floor, snack bar, concessions, and a lounge area. The Corral is open after school Monday through Thursday until 5:00 pm, and occasional Friday nights from August until April. Annual membership is \$15 and includes admission to the Corral during any open hours. It also includes discount admission to general events such as concerts, movie nights, game shows, student choir performances and whatever else the Corral Board can dream up. Only current members will be allowed to use the facility after school. Non-membership entry fees are a minimum of \$5.00 per event. Corral activities are planned by the Corral Board. Adult community and staff members assist in the planning and operations of the Corral on the Advisory Board. The adult staff provides supervision and students operate the concession stand. All members are invited to participate on the Corral Board. For more information, contact:

Paul Godinho

pgodinho@lths.net

708-579-7430

SCHOOL INFORMATION

STUDENT DROP-OFF PICK-UP PROCEDURES

Safe transportation of students to and from school is a priority. Each morning and after school nearly 2,300 people arrive at or depart from either campus. Continued safe transportation can best be accomplished by following simple drop-off and pick-up procedures below. At North Campus, there is no parking, stopping, drop-off or pick-up on Cossitt Ave. in front of the school. This is enforced by local police. At South Campus, there is no drop-off or pick-up on Willow Springs Road. The South Campus U-Drive near the pool entrance (closest to Garden Market) is the drop-off location for students. The main entrance and the SOUTH lot between the library and the Corral are prohibited.

For information contact:

Therese Nelson, South Campus Associate Principal

tnelson@lths.net

708-579-6500

Kevin Brown, North Campus Associate Principal

kwbrown@lths.net

708-579-6300

TRANSPORTATION

Busing: Students will receive bus routes at Processing. The bus route number will be on the student ID.

LTHS is required to provide transportation for students living more than 1.5 miles from school. LTHS also provides free bus transportation for students who reside within 1.5 miles of the student's campus if there are open seats on the nearest route to the student's home. Changes in bus routes or stops will not be made to accommodate requests. Decisions are made after the fall athletic season ends. If you live within the 1.5 mile mark, and would like to request bus service for your student(s), please hold the Control Button (Ctrl) and [click here](#) to submit a bus request form. *Requests are on a first-come, first-serve basis.*

4:30pm Late Buses are provided for students with existing and approved bus service, who stay after school for tutoring, clubs, activities, sports or detention. Students must have a late bus pass from their coach, teacher or sponsor to ride the 4:30pm bus.

For busing information, contact: Therese Nelson, Associate Principal tnelson@lths.net 708-579-6500

SUPERVISION AND SAFETY OF STUDENTS

Once students arrive at school - whether by bus, walking, bicycling or by car - they are expected to remain on the school grounds and under school supervision. Students who leave school grounds are subject to disciplinary action. This rule is specifically designed for the safety of your student.

TRAIN SAFETY

Railroad tracks cross through nearly every town in Lyons Township. Trains are part of every day life, yet we sometimes forget about them and underestimate their power.

ALWAYS cross the tracks at designated locations only;

ALWAYS look both ways before crossing and use extreme caution;

NEVER walk along the tracks. It is illegal and could result in serious injury or death;

NEVER cross the tracks when the gates are down or when the signal indicates that a train is coming;

Flashing lights and ringing bells mean **STOP** and wait for the train to pass.

Trains are an important part of our economy and local history. Since they will remain an ever-present part of our daily lives, we must safely co-exist with them. As we begin another school year, remember to always follow the aforementioned rules. It's a lesson that's always worth repeating.

GOOD NEIGHBOR POLICY

LTHS reminds all students, parents and visitors that the district maintains a "good neighbor policy" with nearby homeowners and businesses. Please obey all village signage related to parking, do not block the ingress or egress to any of the neighbor's driveways and do not litter or walk on the lawns of neighbors. At South Campus in particular, be aware that you may be towed if you park in the Garden Market. Parking there is for patrons only.

SMOKE-FREE TOBACCO FREE SCHOOLS POLICY

As required by state and federal law, and in order to protect students, employees and visitors from an environment that may be harmful to them, it is the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all district facilities and on all school grounds.

RELEASE OF STUDENT INFORMATION – MEDIA RELEASE

Lyons Township High School District 204 may use student names and photographs in LTHS presentations, publications, and the district website unless otherwise requested. Students may be interviewed, photographed or videotaped by the news media or an agent of the school district for the purpose of publicizing a school event, activity or program in District 204.

All exclusionary requests must be mailed to Lyons Township High School, 100 S. Brainard Avenue, LaGrange, IL 60525 to the attention of the Jennifer Bialobok, Community Relations Coordinator.

CONCEALED CARRY ACT

Pursuant to the *Firearm Concealed Carry Act, 430 ILCS 66/1 et seq.*, all persons on school property, including students, teachers, other District staff members, parents, volunteers, and other District visitors are prohibited from carrying a firearm into or onto any school building, real property, or parking area under the control of the school district, unless specifically permitted by State or federal law. This prohibition applies to all firearms, including concealed firearms for which a person has a concealed carry license.

ACADEMIC INFORMATION

SPECIAL EDUCATION

District 204 provides a free and appropriate public education to students through age 22 with learning, vision, hearing, language, physical and emotional disabilities. If you feel your child exhibits a disability and is in need of special education support, please contact your student's counselor. A variety of special education programs and services are available to students with disabilities in District 204, including general education classroom supports, special education classes, and psychological, social work, speech and language, vision, hearing, occupational and physical therapy services.

For information contact:

Dr. Brian Mahoney, Division Chair, Special Education bmahoney@lths.net 708-579-6521

PHYSICAL WELFARE GRADES 9-12

Swimming requirements and medical waiver information

The Physical Welfare Department is pleased to offer a variety of sport and fitness activities to benefit the health and wellness of students. One such activity is swimming. Swimming is a required activity for all students. Students are expected to participate daily in physical education class and be prepared for the designated activity with either the standard P.E. uniform or their swimming suit. For swimming, girls must wear a one-piece suit. In addition, students are required to purchase a heart rate monitor strap and a Physical Welfare handbook for class that will be utilized throughout the year. Those students who have a medical condition that would make swimming impossible or that would preclude them from participating in specific physical activities, should provide the Health Office with a letter from his/her physician prior to the beginning of the school year.

Sophomore Health Education Class Information

The health program at LTHS is designed to help students gain knowledge that will favorably influence attitudes and behavior. The total health program deals with the student's physical, mental, emotional and social health. It encourages critical thinking and analysis of current health issues.

Health education is a mandated state program and also a graduation requirement. The course is offered during sophomore year for one semester and one-half credit is earned. During this semester of health education, the students are not enrolled in physical education. Students will be required to purchase a student workbook and also CPR supplies including a face shield and lung bag. The grade the student receives will count toward the cumulative grade point average and honor roll status.

The course content of health education includes the following: wellness and lifestyle choices as they relate to overall quality of life; systems of the body; first aid and CPR; mental health; chronic, degenerative, communicable diseases; human sexuality; substance abuse education; environmental education and public health choices. Included in the section on the prevention and control of disease is instruction on the prevention, transmission and spread of AIDS. This instruction is mandated by the state legislature with the provision that no pupil shall be required to participate in human sexuality instruction if the parent or guardian submits a written objection.

For information contact your child's individual health teacher or:

Joann Pyritz, Assistant Division Chair

jpyritz@lths.net

708-579-6383